Geo Learning Center®
User Guide

Prepared for NOAA

Version 3.6

Geo Learning Center User Guide

Contents

Introduction

Welcome to the Geo Learning Center

E-Learning@NOAA is an easy-to-navigate virtual campus that will help you access online courses, live Webcasts, bulletin boards, chat groups, and other learning resources. Because E-Learning@NOAA is online, you can access it through your Netscape Navigator or Microsoft Internet Explorer browser.

Figure 1.0- **Navigation Bar**

Logon or Logout of system

Links to Help Desk

Log out of system

E-Learning @ NOAA

Log On   My Courses   FAQ   View Floorplan

Returns to Lobby view or Home.

Links to View of Registered Courses

Frequently Asked Questions

Site Map of Learning Center
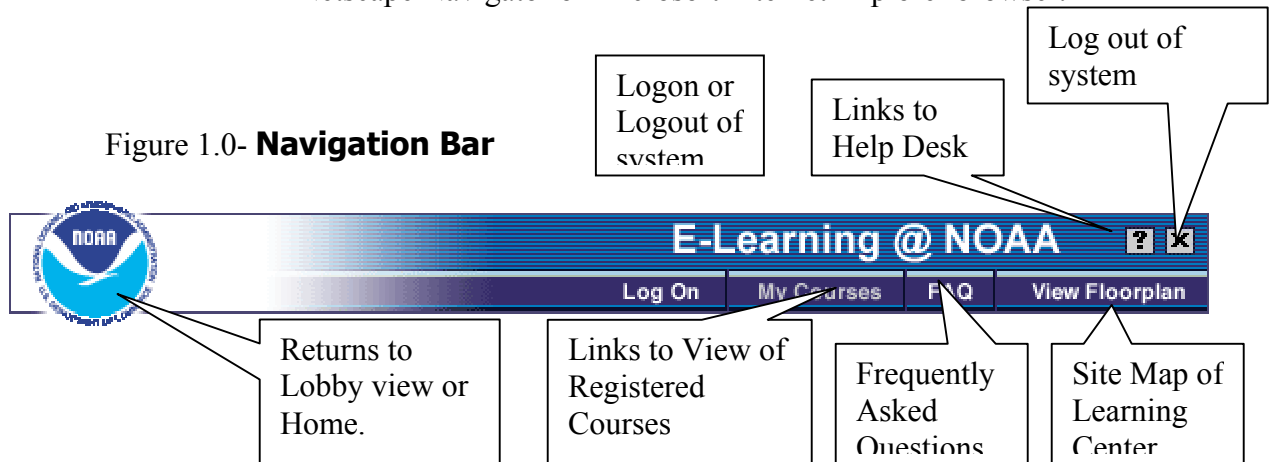
Figure 1.0- Navigation Bar

The Navigation Bar is conveniently located throughout the site. It contains the following options for quick navigation:

- **My Courses** – Fast link to a personal web page of registered courses.
- **FAQ**- Fast link to Frequently Asked Questions about E-Learning@NOAA.
- **View Floorplan** – Fast link to Site Map of E-Learning@NOAA.
- **Logon/Logout** – Used to logon or logout of the system (E-Learning@NOAA also has automatic Logout features).
- **?** – Fast link to the Help Desk for assistance.
- **X** – Logs out or Closes the window or screen.
- **Logo** – Fast link to the Front Lobby View or Home Page.

Fast Site Navigation Using View Floorplan

E-Learning@NOAA is organized just like a bricks-and-mortar campus with classrooms, conference rooms, testing facilities, an administration office, and lounges for informal conversation. You can access the various parts of E-Learning@NOAA through the Floorplan, as well as other links provided throughout the Center.

The Geo Learning Center consists of five floors:

Five Floors of E-Learning@NOAA

- **Level 1**: Lobby
- **Level 2**: Courses/Classrooms
- **Level 3**: Webcasting Center
- **Level 4**: Resource Center
- **Level 5**: Lounges

Each level has its own Floorplan that allows you to access the rooms on the floor. To see the Floorplans at any time, click **View Floorplan** in the Navigation Bar at the top of the screen. Click on the Floor you want to access on the right of the screen and then click on the room on the left to quickly access that feature or site location.

Click here to view Floorplan.
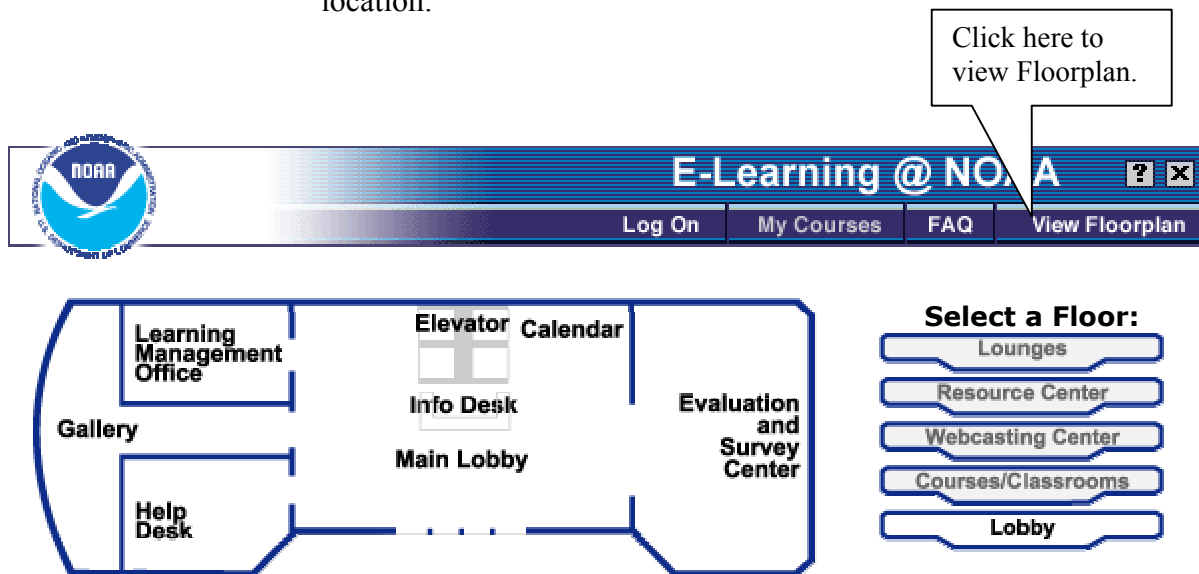
Figure 1.1-Level 1 Floor Plan

1.0 Level 1: Main Lobby & Offices

1.1 Exploring Level 1

Level 1 consists of the following areas:

- Main Lobby
- Information Desk
- Calendar
- Learning Management Office
- Evaluation and Survey Center
- Gallery
- Help Desk Office

1.2 Entering the Center (Main Lobby)

When you first enter E-Learning@NOAA, you will see a graphic of the Main Lobby.

Like the lobby of any building, the Main Lobby is your gateway to the rest of E-Learning@NOAA. You can go to other parts of the building by clicking:

- The **Elevators** to the left of the graphic.
- The **Navigation Bar** at the top of the screen.
- **Links** in the text below the graphic.

Navigating the Center

Click here to visit the Information Desk.

Navigation Bar

E-Learning @ NOAA

Log On   My Courses   FAQ   View Floorplan

Lobby: **Hallway (looking right)**

Elevators

Welcome to E-Learning@NOAA, a state-of-the-art e-learning system. This site is designed as a multistory building hosting a variety of services. Each floor within the learning center houses a major learning function, such as online courses, testing, and evaluation. On each floor, rooms act as gateways to these learning applications.

Navigate through E-Learning@NOAA in one of the following ways:

- Click in the 3D interface to go to a room or area in the Learning Center.

- Click **View Floorplan** to go to a plan of each Learning Center floor.

- Click a link below to go to a room or area in the Learning Center.

Figure 1.2—Main Lobby

Text links

1.3   Learning About the Center (Information Desk)

1. To learn more about E-Learning@NOAA and its features, visit the Level 1 Information Desk:

    - Click **Info Desk** in the Level 1 Floorplan.
    OR
    - Click the Information Desk in the Main Lobby graphic.
    OR
    - Click the Information Desk link under the graphic. The Level 1 Information Desk will appear.

Lobby: **Information Desk**
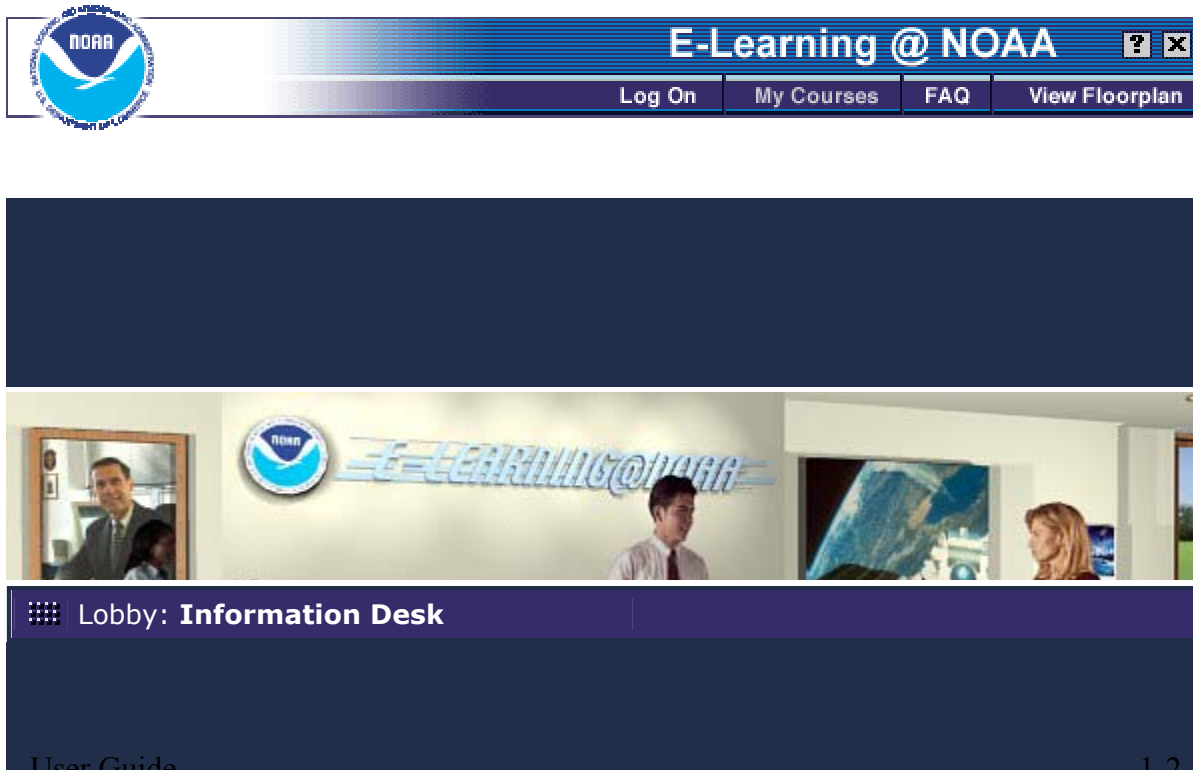
To learn more about E-Learning@NOAA, click the Information Monitor.

Ahead of you:	To the right:	Lobby Entrance
Information Monitor	Calendar	

.

Figure 1.3—Level 1 Information Desk

2. Click the Monitor to see a list of topics; then click the topic you would like to learn more about.

1.4 Checking the Schedule (Calendar)

Several calendars are located throughout E-Learning@NOAA. The Level 1 Calendar is the Center's main Calendar. It lists courses and events that will be happening.

1. To view upcoming events:

- Click **Calendar** in the Floorplan.
  OR
- Click the Calendar in the Main Lobby graphic.
  OR
- Click the Calendar link under the graphic. The Level 1 Calendar graphic appears.

Figure 1.4—Level 1 Calendar Graphic

2. Click the Calendar graphic or the Calendar link under the graphic. The Level 1 Calendar appears.
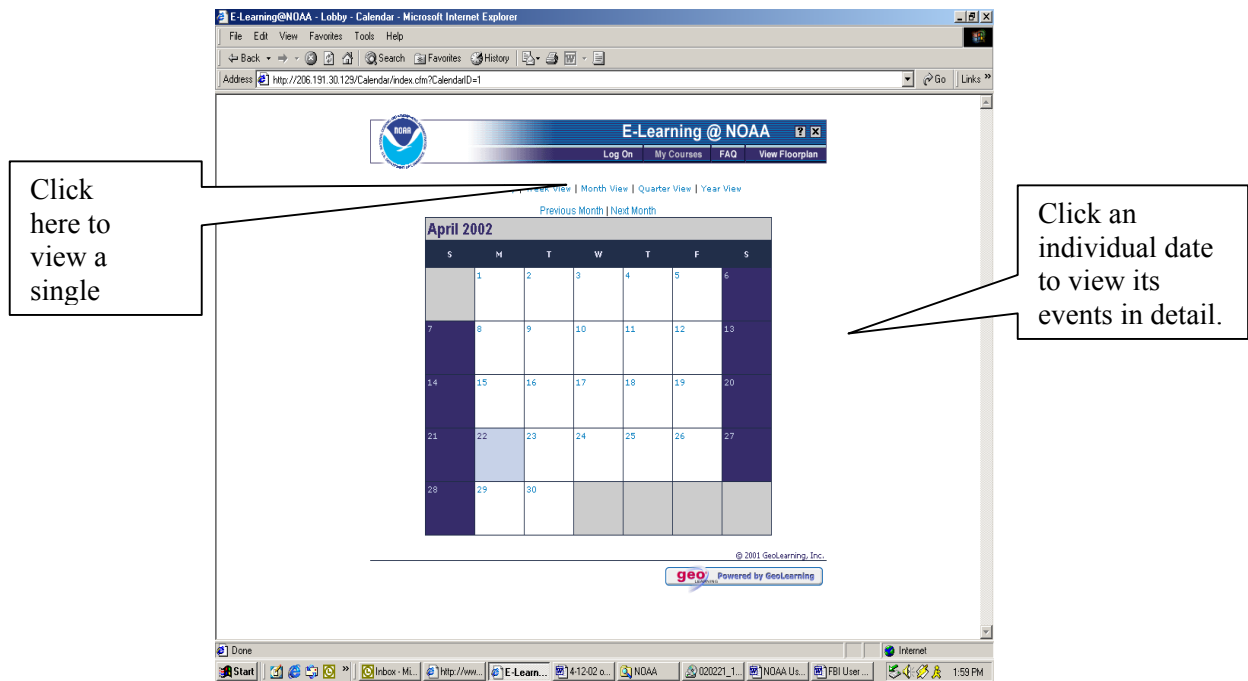
Figure 1.5—Level 1 Calendar

3. View a single month, quarter or year by clicking on the text in the upper portion of the screen.
4. To view a specific day or event in detail, click the date in the Calendar.

1.5 Moving to Different Levels (Elevators)

You can also use the Elevators to move to different floors within E-Learning@NOAA.

1. To use the Elevators, click the Elevators to the left of the Information Desk in the Main Lobby graphic. A list of the floors of E-Learning@NOAA appears.
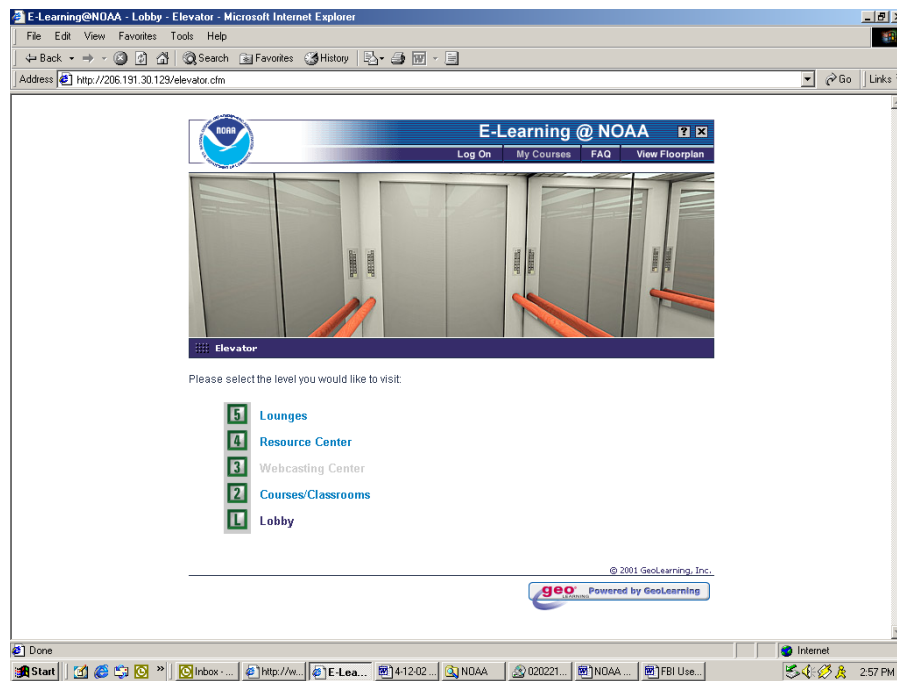
Figure 1.6—Elevators

2. Click the name of the floor you want to visit. The Elevator will take you to the Front Desk of that floor.

3. You can access the elevators from each floor of E-Learning@NOAA.

1.6 Moving to Different Rooms (Floorplan)

You can also use the Floorplan to move to different parts of E-Learning@NOAA.

1. To use the Floorplan, click **View Floorplan** at the right of the Navigation Bar at the top of the screen. The Floorplan of E-Learning@NOAA.
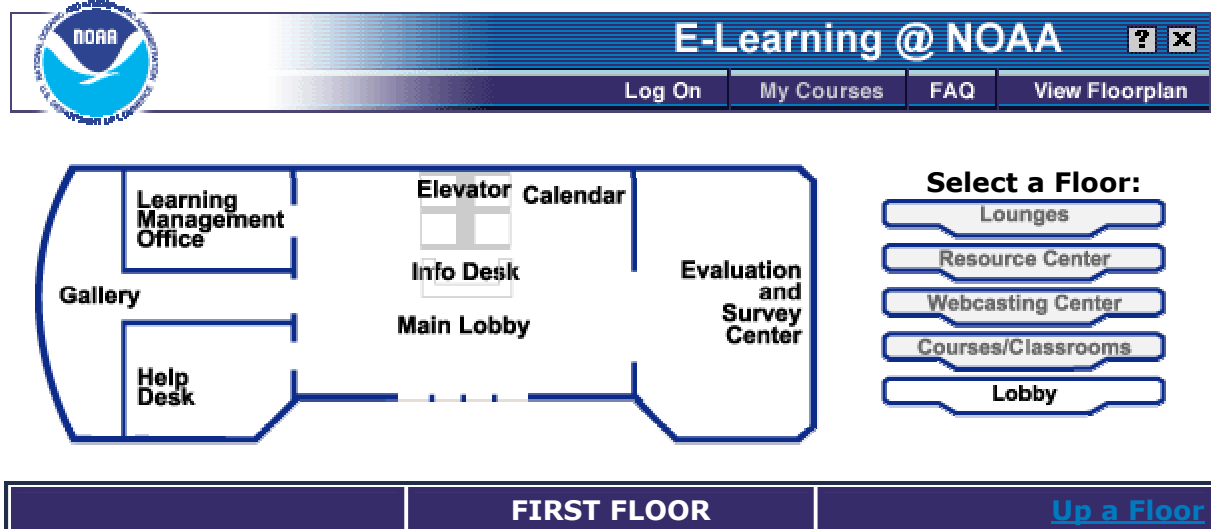
Figure 1.7—Floorplan

2. The Floorplan diagram at the left of the screen shows the complete plan of the level you are currently on. To go to a room on that level, click its name on the Floorplan.

3. The diagram at the right of the screen shows the various floors of E-Learning@NOAA. To move to a different level, click that level. The Floorplan for that level appears.

1.7   Gallery

1. The Gallery can have a series of pop up windows or links to display organizational information.

2. It can also be used to link to various subgroups or sites within an organization.

Figure 1.8 —Gallery

1.8   Taking Tests and Surveys (Evaluation & Survey Center)

Students can take tests and surveys related to specific courses through the Evaluation & Survey Center.
1. To visit the Evaluation & Survey Center:

- Click **Evaluation & Survey Center** in the Level 1 Floorplan.

OR

- Click the Evaluation & Survey Center in the Main Lobby graphic.

OR

- Click the <u>Evaluation & Survey Center</u> link under the Main Lobby graphic. The Evaluation & Survey Center appears.
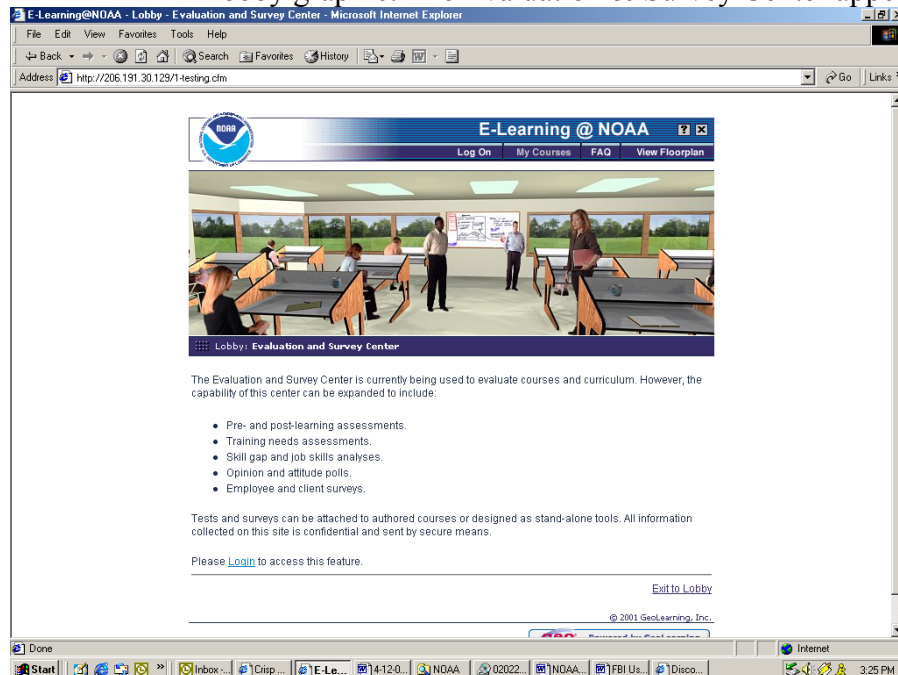

Figure 1.9—Evaluation & Survey Center

2. To *take* a test or survey, click the link <u>Register for a Test or Survey</u> under the Testing Center graphic. The Logon screen appears.

- Enter your logon name and password. The Welcome screen appears. Choose the appropriate test from the list on the Welcome screen.

1.9   Accessing the Administration System (Learning Management Office)

Personnel (System Administrator, NOAA Administrator, and Contributors) can access the Learning Center Administration System through the Learning Management Office.

The Administration System allows users to:

- Create courses.

- Create and score tests and surveys.

- Register students for courses.

- Monitor student performance.

1. To visit the Learning Management Office:

   - Click **Learning Management Office** in the Level 1 Floorplan.
   OR
   - Click the Learning Management Office door in the Main Lobby graphic (looking left view).
   OR
   - Click the <u>Learning Management Office</u> link under the Main Lobby graphic. The Learning Management Office appears.
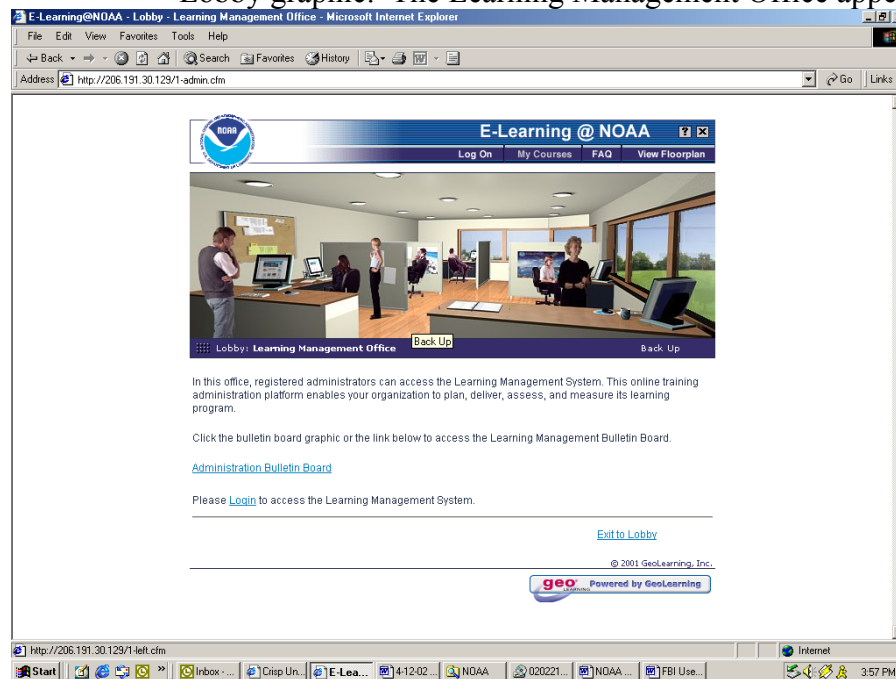

Figure 1.10—Learning Management Office

2. Click the Monitor in the Learning Management Office graphic or the <u>Learning Management System</u> link under the graphic to access the Administration System.

3. Enter your Logon Name and Password. The Welcome screen appears. See the *Administration System User Guide* for further instructions on working with the Administration System.
   Note: *Users who are registered as Students cannot access the Administration System.*

1.10 Getting Help (Help Desk Office)

Users can access information about E-Learning@NOAA through the Help Desk Office. This office offers access to:

- Technical and customer support (e-mail and phone numbers).

- Technical updates bulletin board.

- Minimum and recommended system requirements.

- Player/plug-in installation center.

1. To visit the **Help Desk** Office:

   - Click **Help Desk** in the Level 1 Floorplan.
   OR
   - Click the **Help Desk** office door in the Main Lobby graphic (looking left view).
   OR
   - Click the **Help Desk** link under the Main Lobby graphic. The Help Desk Office appears.
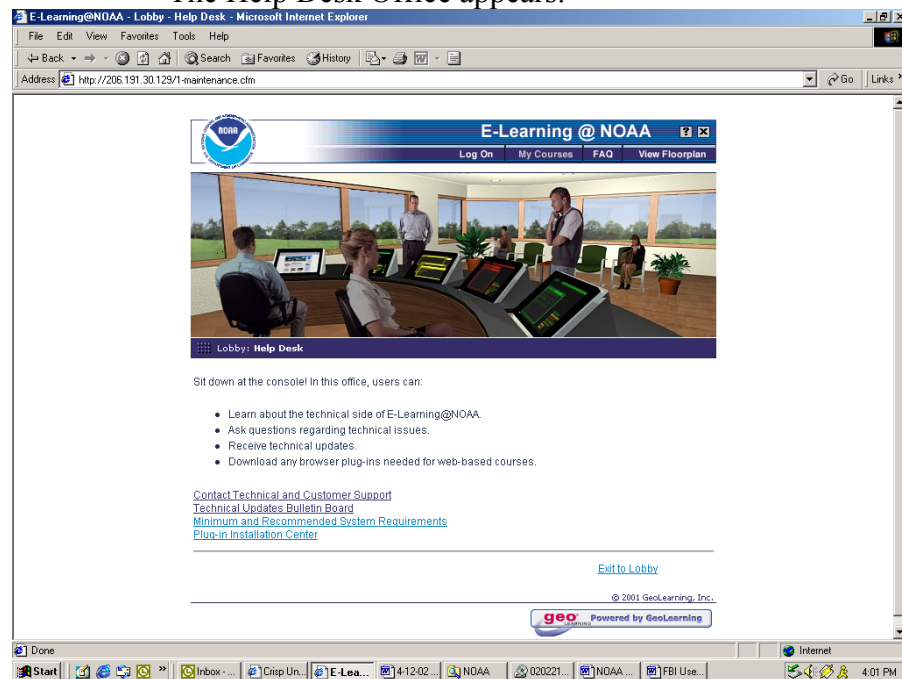

Figure 1.11—Help Desk

2. To learn about various features, click on the highlighted features in the room, or click the links under the graphic.

2.0 Level 2: Classrooms

2.1 Exploring Level 2

Level 2 consists of the following areas:

- Registration Desk

- Bulletin Board

- Various Classrooms (Customizable for any Subject, Competence Area or Functional Group)
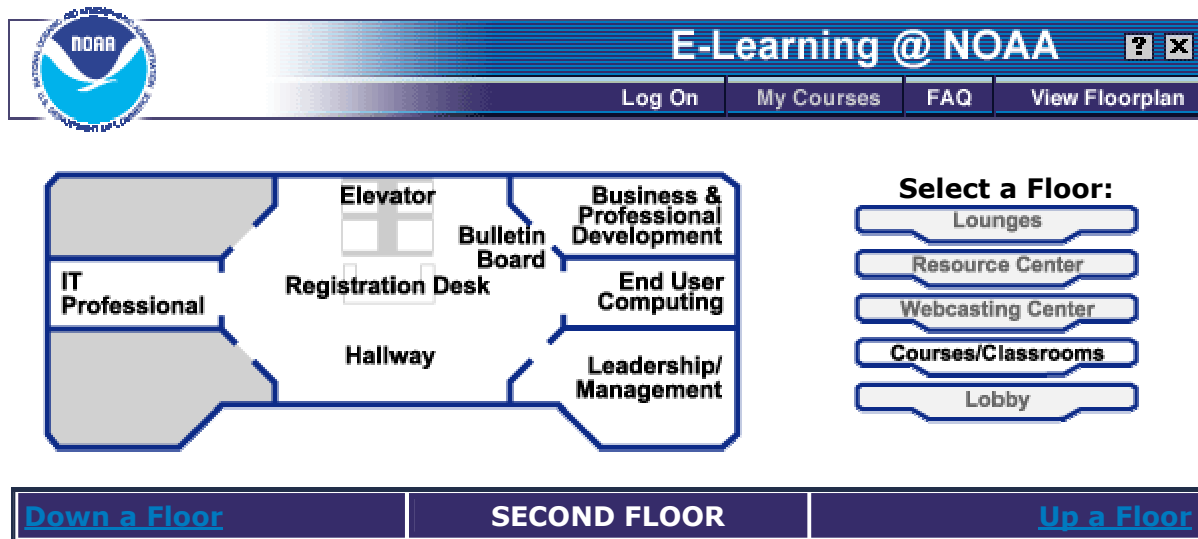

Figure 2.0—Level 2 Floorplan

2.2 Registering for Courses (Registration Desk)

You can learn about available courses and how to register for them at the Level 2 Registration Desk.

1. To visit the Level 2 Registration Desk:

- Click **Registration Desk** in the Level 2 Floorplan.
  OR
- Click the Registration Desk in the Level 2 Hallway graphic.
  OR
- Click the <u>Registration Desk</u> link under the graphic. The Level 2 Registration Desk appears.

Figure 2.1—Level 2 Registration Desk

2. Click the Monitor in the graphic. A list of available classrooms, including registration instructions and a course catalog appears. The catalog is searchable by key word or category.

2.3 Reading Announcements (Bulletin Board)

A number of Bulletin Boards are located throughout the E-Learning@NOAA. Announcements about course activities can be posted on the Level Two Bulletin Board.

1. To access the Level 2 Bulletin Board:

   - Click **Bulletin Board** in the Level 2 Floorplan.
   OR
   - Click the Bulletin Board in the Level 2 Hallway or Registration Desk graphic.
   OR
   - Click the Bulletin Board link under either graphic.

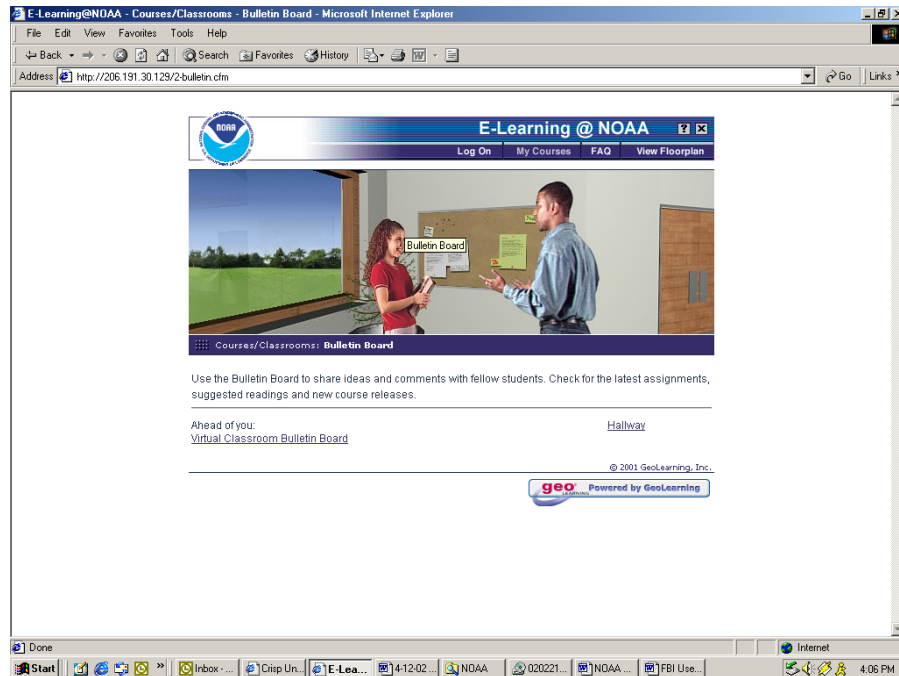   The Level 2 Bulletin Board graphic appears.

Figure 2.2—Level 2 Bulletin Board Graphic

2. To read messages, click the Bulletin Board graphic or the Virtual Classrooms Bulletin Board link under the graphic. The Level 2 Bulletin Board message area appears.

2.4 Taking Courses (Classrooms)

E-Learning@NOAA has organized the courses and content into categories and sub-categories. The primary categories are broken down within the six classrooms. Users are also assigned a Library Access, which is stored within the student's personal information.

1. To access classes in a particular subject, go to the appropriate classroom. Click the links under the graphic to see a complete listing of available courses in that topic area.

2. The Classroom will show courses and classes that are available to the student.

3. Students can click on a course to register and then begin the course.

4. Students can also access their courses directly by clicking on the My Courses button on the navigation bar.
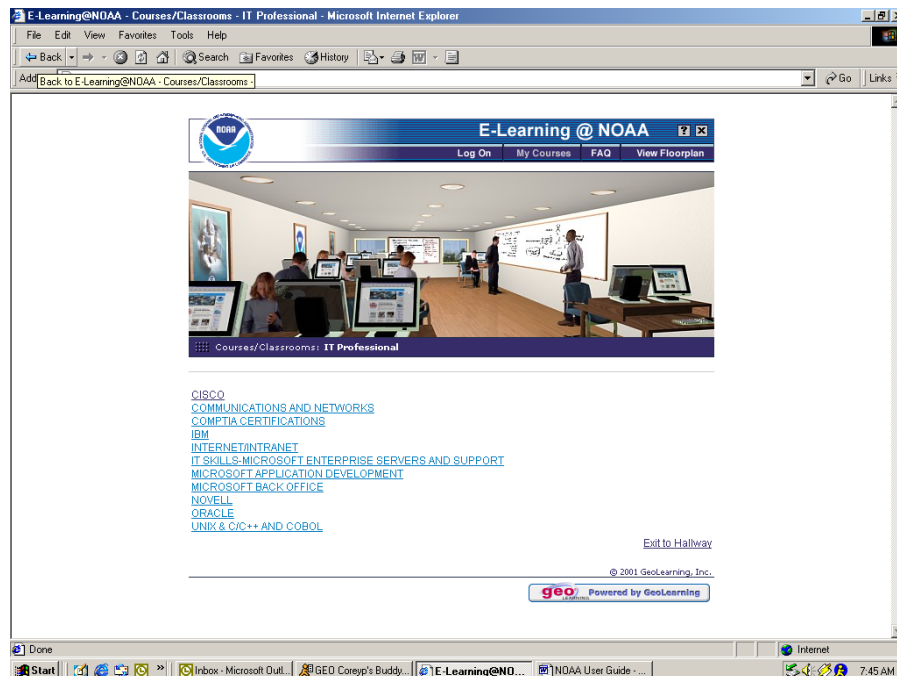
Figure 2.3—IT Professional Classroom (example)

3.0 Level 3: Conference Center (Currently Closed)

4.0 Level Four: Resource Center

4.1 Exploring Level 4

Level 4 consists of the following areas:
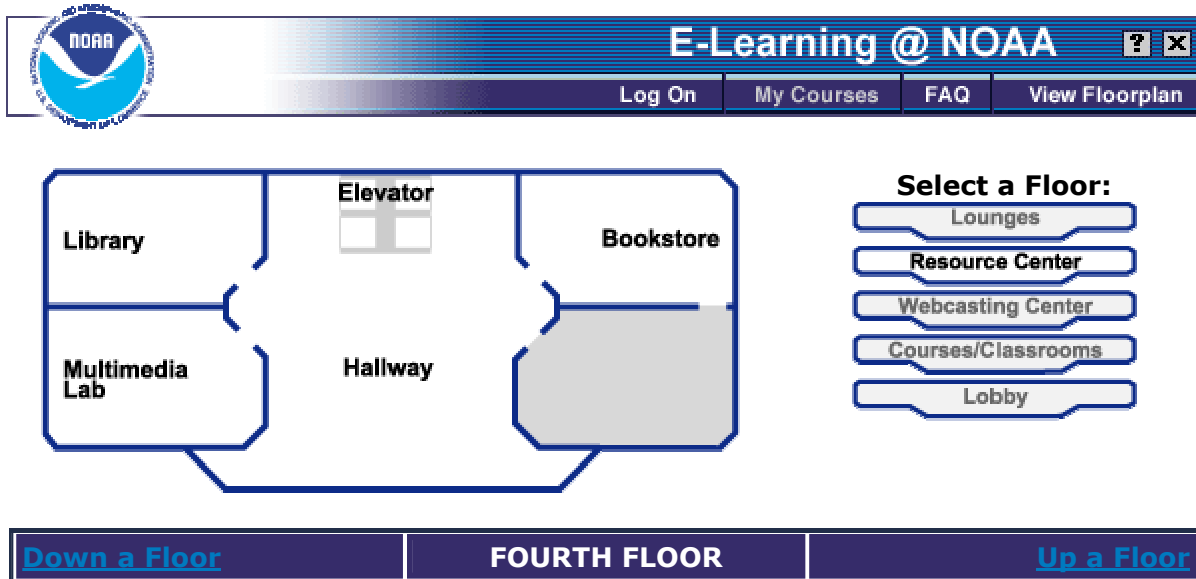
- Library
- Multimedia Lab
- Bookstore

Figure 4.0—Level 4 Floorplan

4.2 Searching Library Collections & Periodicals (Library)

The Library has been customized and offers links (internal and external) to a number of resources and sites, including:

- Some of the world's largest libraries: the U.S. Library of Congress, the Harvard Law Library, and the New York Public Library.

- A number of periodicals, including the *New York Times Online,* etc.

- Telephone directories.

- Maps.

- News and weather services.

- Stock reports.

1. To visit the Library:

   - Click **Library** in the Level 4 Floorplan.
   OR
   - Click the Library in the Level 4 Hallway graphic (looking left view).
   OR
   - Click the <u>Library</u> link under the graphic. The Library appears.
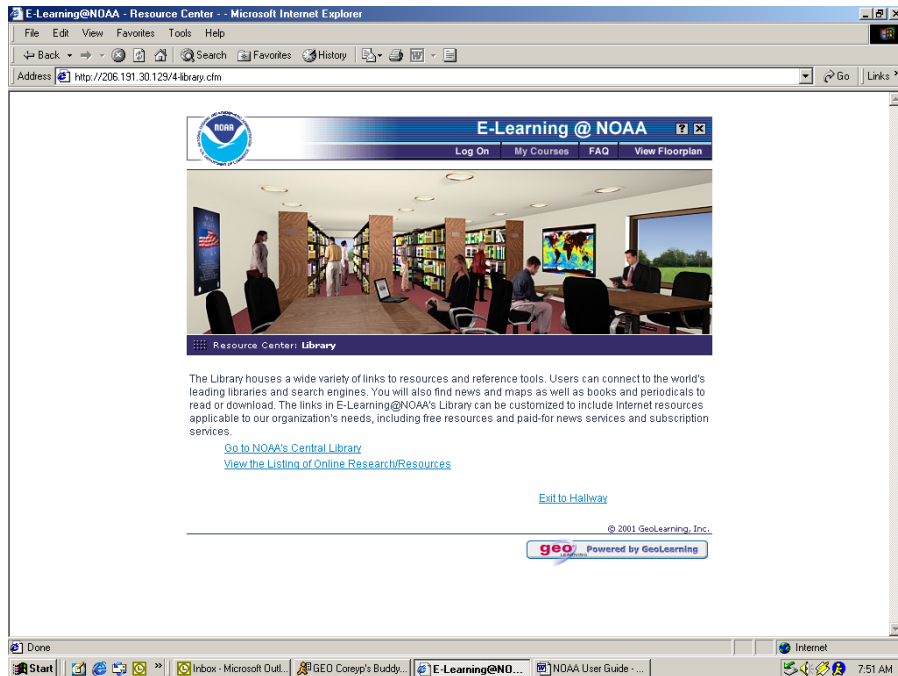
Figure 4.1—Library

2. To use library resources, click the link under the graphic.

4.3 Downloading Files (Multimedia Lab)

The Multimedia Lab is an FTP (File Transfer Protocol) site. Trainers and administrators can place files there for quick downloading by users.

1. To visit the Multimedia Lab:

   - Click **Multimedia Lab** in the Level 4 Floorplan.
   OR
   - Click the Multimedia Lab in the Level 4 Hallway graphic (looking left view).
   OR

- Click the <u>Multimedia Lab</u> link under the graphic. The Multimedia Lab appears.
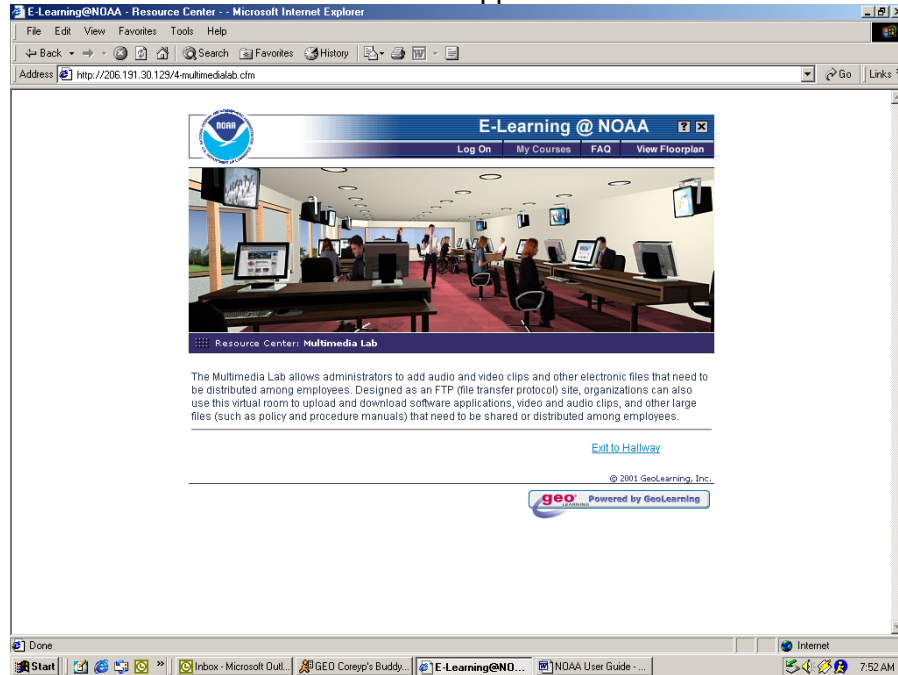
Figure 4.2—Multimedia Lab

2. Click on a link to see files available for downloading.

4.4   Ordering Books (Bookstore)

The Bookstore offers access to online book shopping.

1. To visit the Bookstore:

- Click **Bookstore** in the Level 4 Floorplan.
OR
- Click the Bookstore window in the Level 4 Hallway graphic.
OR
- Click the <u>Bookstore</u> link under the graphic.

The Bookstore appears.
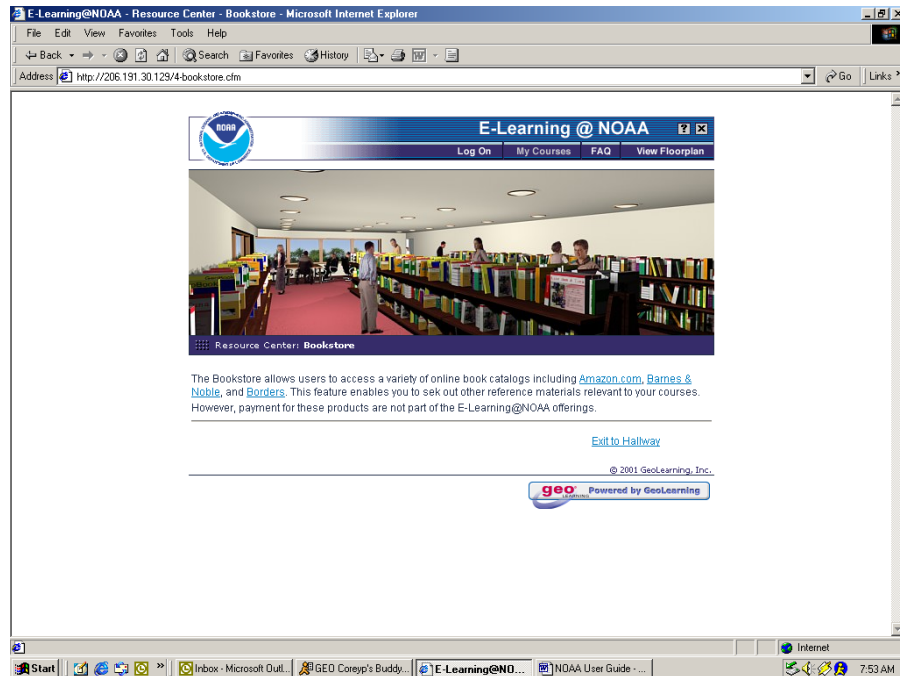
Figure 4.3—Bookstore

2. Click the link under the graphic; then search by author, title, or keyword.

5.0 Level Five: Lounges

5.1 Exploring Level 5

Level 5 consists of the following areas:

- Bulletin Board
- Student Lounge
- Cyber Cafe
- Balcony
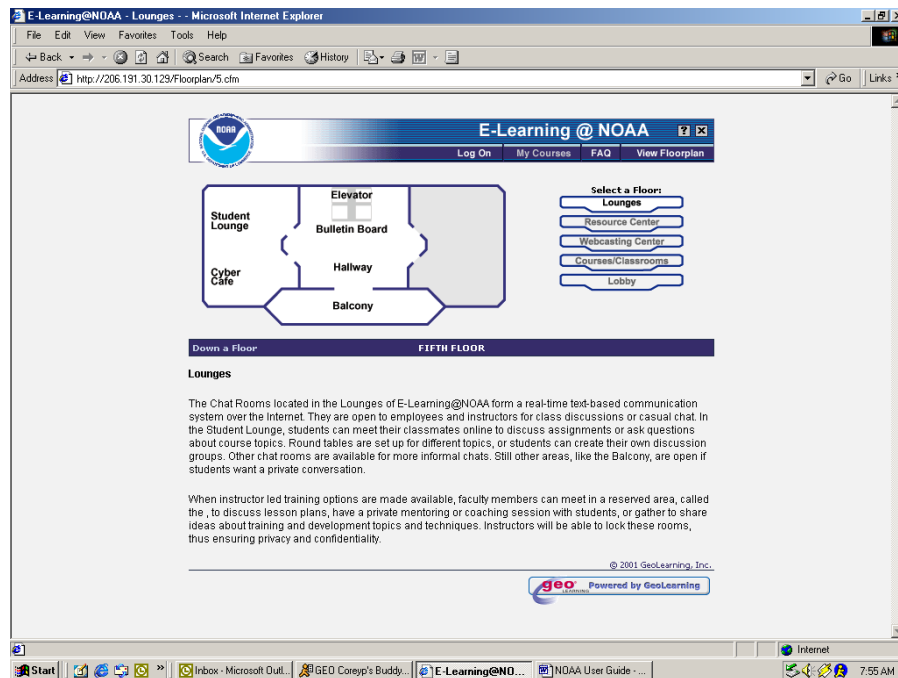
Figure 5.0—Level 5 Floorplan

5.2 Meeting in Chat Groups (Lounges, Balcony, Cyber Cafe)

Users can meet in chat groups in the Student Lounge, the Balcony, and the Cyber Cafe.

- The Student Lounge offers employees the chance to discuss assignments or ask questions about course topics. Round tables are set up for different topics, or participants can create their own.

- The Snack Bar and Balcony are available for informal discussions between employees.

1. To begin chatting:

   - Click the **Name** of the chat room in the Level 5 Floorplan.
   OR
   - Click the chat room window in the Level 5 Hallway graphic.
   OR
   - Click the <u>chat room</u> link under the graphic. The selected chat room appears.
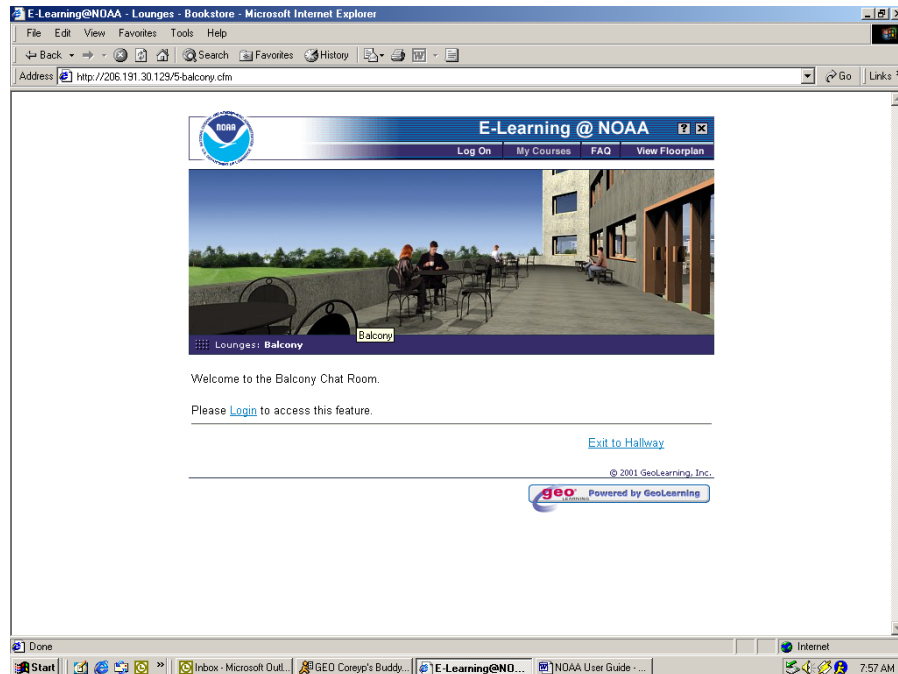
Figure 5.1—Student Lounge Chat Room

5.3   Holding a Chat Session

1. To begin chatting, type your message in the empty field at the bottom of the screen and press **Enter.** Your message appears at the top of the screen. *You must first login*

2. To add emphasis to a statement, use the **Quick Chime** drop-down list to add expressions, such as *frown* and *laugh*.

3. To access other chat functions, use the Toolbar at the bottom of the screen:

   - To scroll through existing messages, click .
   - To stop the scrolling of new messages, click .
   - To reload the chat interface, click .
   - To exit the chat room, click .
   - To change your user information, click .
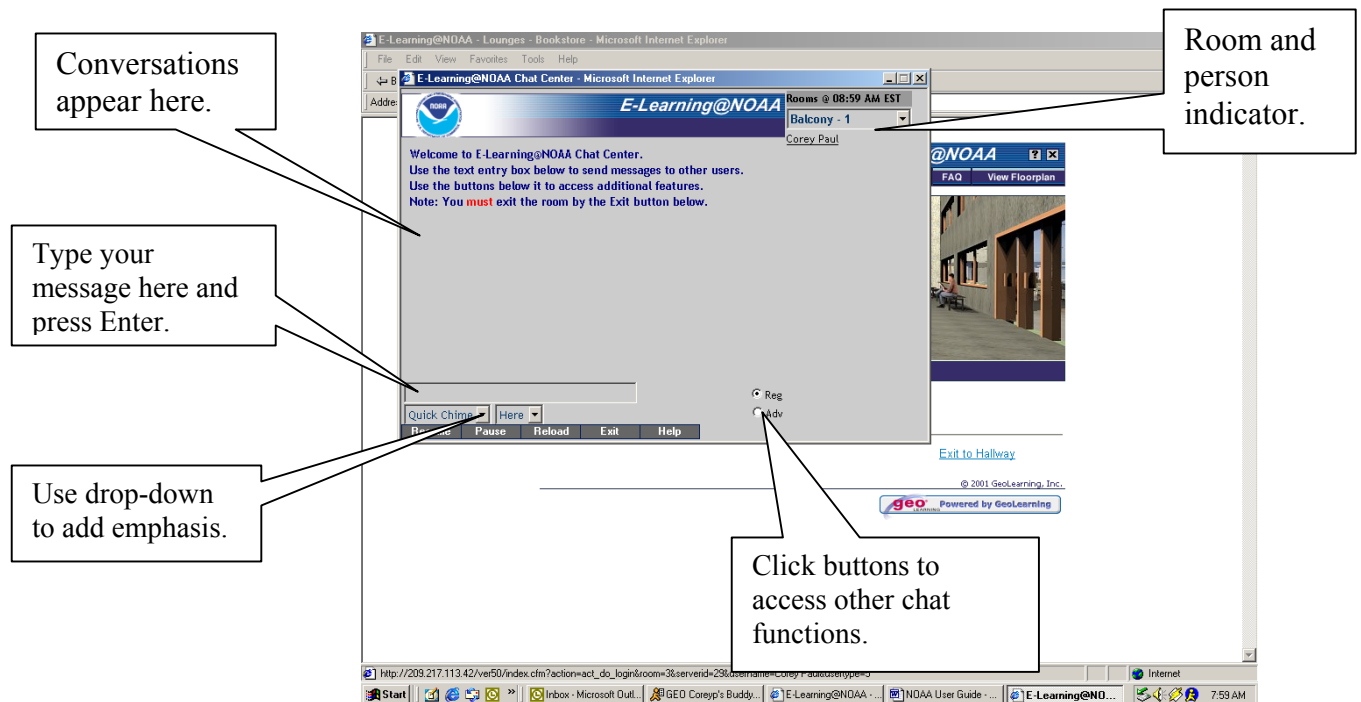   - To view the Help window, click .

Figure 5.2—Chat Room Screen

5.4 Leaving Messages (Bulletin Board)

1. To see the Level 5 Bulletin Board:

   - Click **Bulletin Board** in the Level 5 Floorplan.
   OR
   - Click the Bulletin Board in the Hallway graphic.
   OR
   - Click the <u>View the Bulletin Board</u> link under the Hallway graphic. The Level 5 Bulletin Board graphic appears.
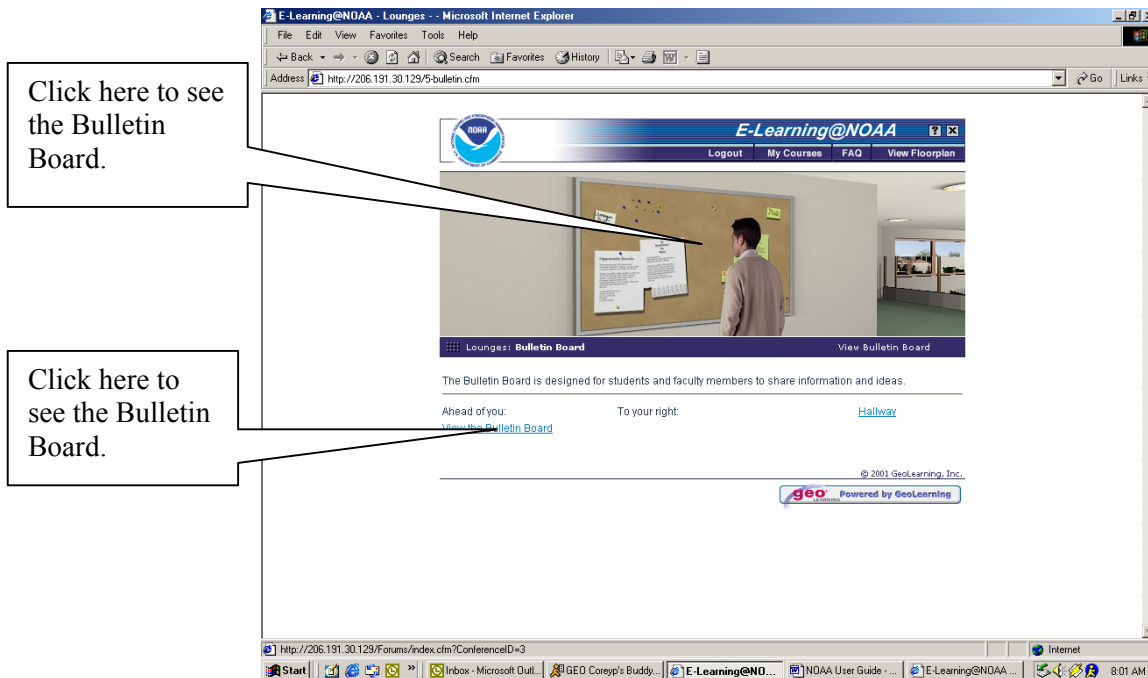
Click here to see the Bulletin Board.

Click here to see the Bulletin Board.

Figure 5.3—Level 5 Bulletin Board Graphic

2. To read or leave messages, click the Bulletin Board graphic or the <u>View the Bulletin Board</u> link under the graphic. The Level 5 Bulletin Board message area appears.
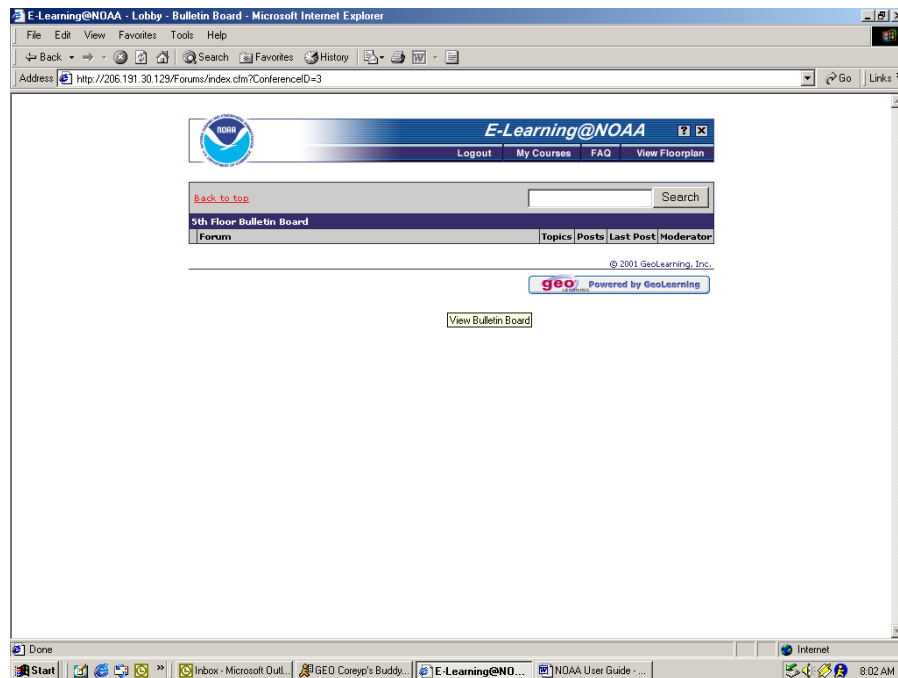

Figure 5.4—Level 5 Bulletin Board Message Area

3. To see new messages that have been entered since you last used the Bulletin Board, click on the topic of the message or Forum.

4. To start a new Message Thread, click **Posts**.

5. To read a Message Thread, click on Forum and then click the title of the message. Once you have read the message, you can post a reply.

Click here to read a message.

Forum	Topics	Posts	Last Post	Moderator
Open Classroom Discussions				
Test Forum This is a test	2	3	2:02 PM Monday Aug 6, 2001 by: John Shrader	
Idea Forum Tell us what you would like to see in a learning center.	0	0		
Coreen's Forum Test	2	3	10:54 PM Saturday Aug 11, 2001 by: John Shrader	John Shrader
Discussion Thread #1 Hello and welcome.	0	0		Coreen Witke
Investment Strategies Exploring ways to maximize your return on capital through smart investment.	2	2	11:00 PM Saturday Aug 11, 2001 by: John Shrader	Graham Raspass
The Weather Isn't it wonderful!	1	1	1:50 AM Monday Aug 13, 2001 by: John Shrader	John Shrader

Figure 5.4—Bulletin Board Thread

5. Click on Reply and then post the response.

Click here to reply to this message.

Open Classroom Discussions >> Test Forum >> LMS Training	
Author	**Post**
Demo User	Posted: 9:07 AM on Monday Jul 23, 2001 What is the best way to conduct LMS training? ⬜ Reply
Jane Crandall	Posted: 3:04 AM on Monday Aug 6, 2001 On Jul 23, 2001 at 9:07 AM, Demo User posted: What is the best way to conduct LMS training? I have found that utilizing webcasting has proven to be very effective. ⬜ Reply
New Topic	
Open Classroom Discussions >> Test Forum >> LMS Training	

Figure 5.5—Bulletin Board Reply

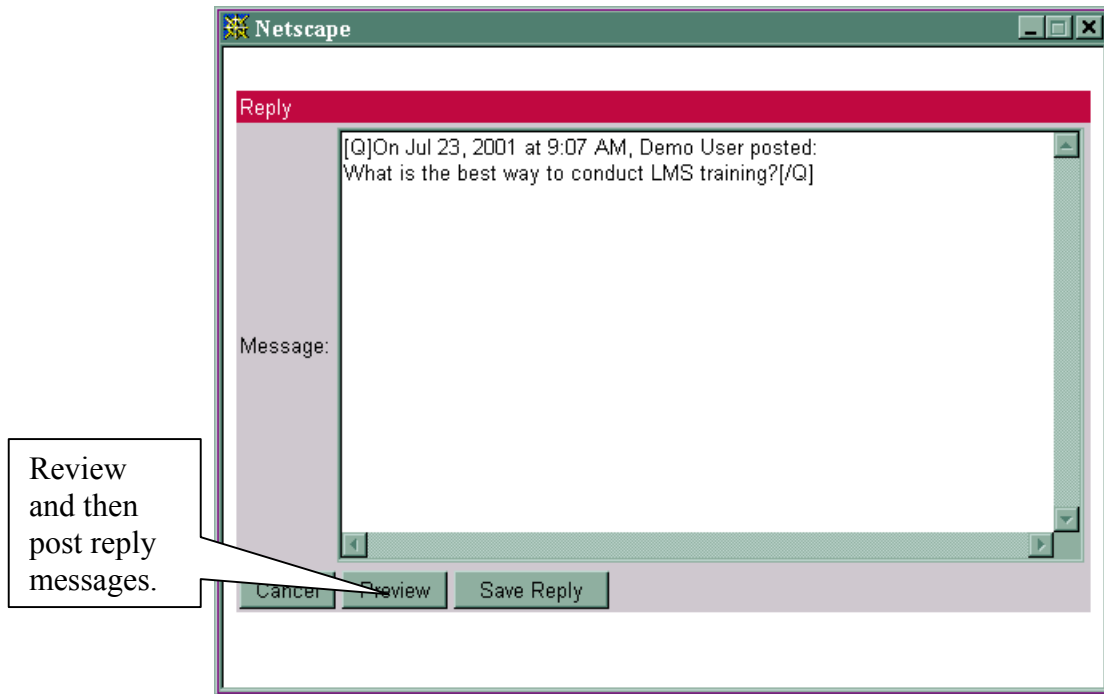6. You can then review your response and post it.

Review
and then
post reply
messages.

Figure 5.6—Bulletin Board Reply Edit